



**Northside Charter High School
Board of Trustees Meeting Minutes
January 18, 2021, 6:00pm ET**

Present:

Deangeor Chin - Trustee, via video conference
Willie Scott - Trustee, via video conference
Danielle Redmond - Trustee, via video conference
Rizwan Alladin – Trustee, via video conference
Douglas Giles- Trustee, via video conference

Excused:

Kaley Childs Karaffa - Chair

Guests Present:

Stanton Brown - Executive Director, via video conference
Mahmud Ennin - Director of Finance and Administration, via video conference
Brittany Sheckels - Executive Assistant, via video conference
Louise Grotenhuis – Chief Academic Officer, via video conference
Monique Powell- NCHS Program Director, via video conference

- I. January Consent Agenda.** The Board discussed the January 2022 consent agenda, which included: December 14, 2021, Board Meeting Minutes, and December 2021 Financial Reports, which had been reviewed in greater detail by the Board in its committee meetings. After discussion, on motion to approve the January 2022 Consent Agenda that was seconded and carried, all were in favor.
- II. Executive Director Update:** Dr. Brown reported that NCHS had been fully virtual the past few weeks around the holiday, due to the Omicron variant of COVID-19. He noted that for the second semester, NCHS will still follow its hybrid design, and intended to change the in-person time for grades 9/10/11 from two days to three days. Dr. Brown further reported that NCHS will also implement a later afternoon “Knight school” option for 11th and 12th graders remediation and additional credit. Dr. Grotenhuis elaborated that some students may have their night school held virtually as needed, but this design aims to prevent the need for summer school wherever possible.
- III. Strategic Plan Progress Report**
 - A.** Dr. Brown reported that the rate chronic absenteeism is at 24%, due to ongoing COVID-19 cases between NCHS and JEMS 126.
 - B.** Dr. Brown reported that two new assistant deans have recently joined the team and will aid with support the restorative justice teams.
 - C.** Dr. Brown reported that the college essay coaching that had been provided this school year was progressing positively. The Board inquired what extra programs or resources were also utilized in helping to teach writing and grammar. Management advised that Lexia and Learning Ally were two programs currently being used for these efforts.

- D. The Board inquired if there was any special focus on the socio-emotional aspects around learning during a pandemic, and Management reported that the daily Advisory classes often focus on those issues.
- E. Dr. Grotenhuis reported an update on the ELA and Math Regents, noting that based on the current data, management expects approximately 60% of students will pass the ELA Regents and approximately 30% of students will pass for Math Regents.

IV. Committee Reports

A. Executive Committee

- 1. **Executive Director Mid-Year Review:** The Board will be conducting the Executive Director mid-year review that will gather feedback from board members, the Executive Director, and members of management with the goal of tracking progress toward objectives and promoting effective leadership and board oversight of the Executive Director.

B. Finance Committee

- 1. **IRS Form 990 Filing for FY 2021:** Mr. Alladin reported that the IRS Form 990 was expected to be filed prior to the extension deadline.
- 2. **PPP Loan Forgiveness:** Mr. Alladin reported that NCHS received its PPP Loan forgiveness and the approximately \$600,000 will be removed from NCHS's balance sheet.
- 3. Enrollment has continued to stay at maximum capacity, so the maximum amount may be received in Per Pupil Funding.
- 4. **FY2023 Budget Plan Timeline and Process:** Mr. Alladin reported that management is beginning budget planning for fiscal year 2023 and that the draft budget for the 2023 fiscal year should be drafted and ready for the Finance Committee to review in March and Board review in May and approval in June.
- 5. **Investment Strategy Discussion:** The Finance Committee and management team are working to develop a recommended investment strategy and are meeting with financial services providers to determine investment options to maximize NCHS's investment revenue and ensure strong fiscal stewardship.
- 6. **NCHS PEO Provider:** Mr. Alladin reported that the Finance Committee had reviewed management's proposal for NCHS's PEO provider, which is currently being provided by TriNet. Northside was planning to terminate its services with TriNet, and looking to a new PEO vendor, ADP. On motion to approve ADP as the new benefits provider, which was seconded and carried, all were in favor.

C. Board Development Committee

- 1. **Board Succession Planning:** There were no new updates around Board Succession from the December 2021 meeting.
- 2. **Board Retreats and Education Sessions:** Dr. Brown continues to work with the Board on planning future retreats and educational sessions.

V. **Public Comment.** There were no public comments or questions received.

VI. **Executive Session.** There were no actions taken in an executive session; on motion to adjourn the meeting, which was seconded and carried, all were in favor.